

## PARK GUIDE – GS-0090

### MATTHEW DOYLE

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### US Citizen

Veteran's Preference: 5 Points, U.S. Army, 08/1971 to 03/1974; 04/1981 to 03/1985; 04/1986 to 08/1989

Highest Previous Grade: Laborer/Surveyor, WG-3502, U.S. Forest Service, 07/1995 to 10/1995

### PROFILE

Highly innovative, dynamic and results-oriented individual with demonstrated success managing multiple priorities effectively while meeting deadlines, interpreting and applying procedures, and following up on activities. Proven collaborative skills and an ability to work effectively with the public. Superior ability to communicate with individuals at all levels and varying backgrounds to complete program objectives. Mature values and polished professional image coupled with excellent attention to detail support ability to achieve results. Effective at working within a team or independently

### PROFESSIONAL HISTORY

01/1989 to 02/2009, RECREATION LEADER FOR YOUTH GROUP, Valley Youth Soccer, Folsom, CA, 5 to 40+ hours per week, Please Contact Me First

PERFORMED A WIDE RANGE OF DUTIES IN SUPPORT OF CAPITOL VALLEY YOUTH SOCCER RECREATION PROGRAM, working indoors, outdoors, on weekdays and weekends. Set up recreation areas for scheduled soccer activities for youth ages 5 to 19 at a variety of locations, such as parks, recreation centers and local YMCA facility; inspected, prepared and maintained recreation sites, ensuring removal of litter and any other obstacles that could interfere with practice or games; ensured sites were left in good condition after completion of activities.

MAINTAINED INVENTORY OF AUTHORIZED RECREATION SUPPLIES AND EQUIPMENT; arranged for use of equipment such as goals, nets, balls, referee equipment, uniforms, player and coach manuals and referee manuals; ensured supplies and equipment were returned in good order.

GUIDED AND SUPERVISED CHILD AND YOUTH IN PLANNED INDOOR AND OUTDOOR SOCCER PRACTICE, GAME AND TOURNAMENT ACTIVITIES.

Assisted in the use of recreation tools, equipment and materials, such as soccer balls, cleats, portable goals, etc.; demonstrated soccer equipment and playing technique.

Instructed participants in displaying good manners, acceptable behavior and desirable attitudes for playing sports.

**DECORATED COMMUNITY OR NEIGHBORHOOD RECREATION CENTERS OR SITES** for special events and activities, such as tournaments. **PREPARED MARKETING AND PUBLICITY MATERIALS** such as schedules, posters and flyers. Canvassed participant community for donations to purchase equipment and supplies for special events.

**USED KNOWLEDGE OF RECREATIONAL SAFETY RULES AND REGULATIONS TO MAINTAIN ALERTNESS FOR PREVENTING INJURY TO PERSONS AND DAMAGE TO EQUIPMENT AND PROPERTY.** Inspected soccer fields, parks and recreational facilities and promptly corrected all recognized hazards. Ensured participants wore personal protective equipment and followed specific safety procedures while performing recreational activities. Took charge in emergency situations and coordinated appropriate actions and personnel. Maintained order and enforced soccer regulations for games and tournaments.

**DISPLAYED STRONG COMMITMENT TO CUSTOMER SERVICE** by providing quick and effective responses to inquiries, problems and requests from recreational activity participants and parents. Posted announcements of scheduled activities and answered inquiries about time, place, transportation or other matters; notified participants of schedule changes. Answered questions regarding soccer regulations. Provided consistent information according to established policies and procedures and responded to complaints with a high order of tact and diplomacy. Encouraged parents to participate in and support their children's events.

**USED OUTSTANDING COMMUNICATION SKILLS** in day to day activities. Worked cooperatively with team of 15 teenage and adult volunteers; delegated assignments and monitored work activities. Assisted with rules, regulations and technique of soccer and other recreational activities. Fostered teamwork in a safe and respectful environment. Interacted with organizational management to plan program activities and discuss accomplishments and any issues. Treated all individuals in a professional and courteous manner. Used computer systems and applications to prepare written documents such as marketing and publicity flyers, activity schedules, records of emergency incidents, program correspondence and more.

**ACCOMPLISHMENTS:** Conducted set up for soccer tournament in northern California in 2009; assisted with marketing by preparing publicity materials such as posters; solicited local businesses and social groups such as Lions, Rotary Clubs and churches to donate funds for equipment and supplies.

07/1995 to 10/1995, LABORER/SURVEYOR, WG-3502, U.S. Forest Service, 1400 E. Airport Loop, Phoenix, AZ 85901, 40 hours per week, \$600.00 per month, Please Contact Me First

**PERFORMED SURVEYING, MAINTENANCE AND IMPROVEMENT FUNCTIONS** for roads in the White Mountain Forest area of central Arizona. Mapped and laid out new roads with guidance from Surveyor in charge. Worked with maintenance team on multiple projects; reviewed and interpreted work orders; ensured work was performed to specification. Planted trees after major fires. Cut trees and brush, removed rocks and replaced barriers, signposts and signs. Assembled and placed small culverts. Carried and placed rocks for rip-rap and small dams. Pruned trees to specified heights. Cleared brush and other vegetation from roadsides and other areas. Dug post holes and set plumb posts; drove steel posts to pre-specified depths. Unrolled, stretched and fastened wire to fence posts; attached stays to fence. Dug and back filled ditches. Independently loaded and unloaded trucks; moved materials to specific locations and stacked for storage; packed and unpacked material.

**ADHERED TO APPLICABLE REGULATIONS, GUIDELINES, POLICIES AND PROCEDURES** while performing daily work. Followed appropriate instructions regarding alignment, width and depth when digging and backfilling ditches. Ensured safe working conditions, consistent with OSHA and other regulations. Wore personal protective equipment and followed specific procedures in the performance of assigned duties to limit exposure to safety hazards. Performed compliance checks to ensure all activities adhered to environmental and regulatory laws and policies.

**USED A VARIETY OF GENERAL AND SPECIALIZED TOOLS AND EQUIPMENT** to perform duties. Used hands tools, including screwdrivers, pliers, hammers, saws, hedge and brush trimmers, axes, measuring devices, drills, shovels, rakes and hoes to perform road surveying, maintenance and improvement activities. Operated power equipment such as twin-axle vehicles, chain-saws, electric clippers and pruning saws. Bolted and assembled culvert sections together; smoothed, tamped and prepared culvert beds. Cleared brush and other vegetation from roadsides and other areas using chainsaws and other hand tools. Performed visual examinations to determine work procedures and what type of equipment, tools and attachments should be used for each project. Inspected and maintained equipment and tools. Recommended replacement as needed.

**DEMONSTRATED EXCELLENT COMMUNICATION SKILLS;** established and maintained open communications while working as part of team; identified, discussed and resolved any project issues; reported status of work-in-progress to supervisor. Interfaced with various personnel to complete projects and accomplish agency goals and objectives. Collaborated with team and management to plan and prioritize projects and timelines, and resolve any conflicts. Maintained professionalism in all instances. Performed quality assurance inspections; ensured completed work met agency expectations.

**ACCOMPLISHMENTS:** Recognized as dependable with outstanding work ethic. Known for ability to get along with diverse group of co-workers from all walks of life and backgrounds.

## EDUCATION

Associate of Arts Degree, Rocklin College, Rocklin, IL, 23 semester hours, Major: Recreation Management, GPA, 3.79, in progress, scheduled to complete 12/2011

Achievements: Dean's List

Courses: Recreational Management, Geology, Food and Nutrition, Career Planning

1995, Certificate in Business Management, American River College, Sacramento, CA, 114 credit hours

Courses: College Composition, Elementary Algebra, History of California, Introduction to Logic, Beginning Typing, Introduction to Business, Small Business Essentials, Small Business Management, Business Mathematics, Principles of Real Estate, Business English, Computer Familiarization, Introduction to Computer Information Science, Marketing, Micro Applications Operating Systems, Business Law, Technology of Management, Medical Terminology, Business Economics, Accounting on Micro Computer, Introduction to Word/Information Processing, Micro Introduction to Telecom, Management Communications

## PROFESSIONAL TRAINING

Medical Laboratory Specialist Advanced Course, three months, U.S. Army, 1987

Basic Medical Laboratory, six months, U.S. Army, 1981

Army Personnel Management, three months, U.S. Army, 1972

Company Clerk, two months, U.S. Army, 1972

## AWARDS, HONORS, RECOGNITION

Army Service Ribbon, 1989

Good Conduct Medal Bronze Clasp w/3 Loops, 1987

Army Achievement Medal w/OLC, 1982

## MILITARY SERVICE

3 Enlistments: U.S. Army, 08/23/1971 to 03/09/1974; 04/15/1981 to 03/14/1985; 04/02/1986 to 08/15/1989, Honorable Discharge

## MEMBERSHIPS

Youth Soccer Club and League, 1989 – 2009

DVA, 1994 – present

## VOLUNTEER ACTIVITIES

Special Needs Youth Group, 2007 to present

## LANGUAGES

Basic Spanish